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BY-LAWS

OF THE

Massachusetts General Hospital;

WITH THE

RULES AND REGULATIONS

ESTABLISHED BY THE

BOARD OF TRUSTEES

FOR THE GOVERNMENT OF THE

ASYLUM FOR THE INSANE IN CHARLESTOWN,

AND THE

HOSPITAL IN BOSTON.

BOSTON :

CHARLES CROCKER, *PRINTER*.

1821.

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Massachusetts General Hospital.

BY-LAWS

OF THE CORPORATION.

ART. 1. The Corporation shall be composed of the persons named in the "Act incorporating certain persons by the name of the Massachusetts General Hospital;" of such persons as have been, or may be, at any legal meeting of the Corporation, nominated, and elected members by ballot at the same or any other legal meeting; and also of all such persons as have given or subscribed or may give or subscribe, one hundred dollars and upwards, or any article or property of the value of one hundred dollars and upwards, to the Institution; and each member shall be entitled to one vote.

ART. 2. There shall be a meeting of the Corporation on the 3d Tuesday of January in every year, to be called the Annual Meeting, at which the following officers shall be chosen by ballot, viz. a President, a Vice President, eight Trustees, a Treasurer and a Secretary, to serve for one year and until others shall be chosen and qualified in their stead.

ART. 3. Notice of the annual meeting shall be given by the Secretary in one or more of the newspapers printed in Boston at least fourteen days previous to the day of meeting:—provided, that any meeting may be continued by adjournment, from time to time, until the business thereof shall be accomplished; the Secretary giving at least one day's notice of the time and place of said adjournment in a newspaper printed in Boston.

ART. 4. There shall be two separate departments of the Institution, the one to be called "THE HOSPITAL," and the other "THE ASYLUM FOR THE INSANE;"—into which respectively shall be admitted all such sick, lame, wounded and insane persons, as the Board of Trustees, or their authorized Committees, shall from time to time determine to be fit subjects therefor;—and, it being the design of the Institution to afford the most extensive relief, and as far as possible to reach the necessities of every class of people, the benefits of it shall be administered to all who stand in need at as low a rate as can consist with its interest and existence.

ART. 5. At the end of every period of three years, the Corporation shall choose a Committee to prepare and publish a general account of the Institution, commencing with an historical sketch and followed by a description of the buildings, an inventory of the real and personal property of the Corporation, the number of Patients received and discharged at each department since its establishment; the internal economy of the respective departments; the existing by-laws, rules and regulations; the names of officers, and a form of bequests.

ART. 6. The President shall preside at all meetings at which he may attend, and shall have power to order special meetings, whenever in his opinion it may be expedient; the Secretary giving at least three days notice of such special meetings in one or more of the newspapers printed in Boston.

ART. 7. The Vice President, in the absence of the President, shall preside at all meetings which he may attend; and in the absence of the President, may order special meetings,

with like notice, whenever in his opinion it may be expedient.

ART. 8. The Treasurer shall receive, and have the custody of all monies, bonds, notes, deeds and other securities, belonging to the Corporation, which he shall keep and manage under the direction and control of the Board of Trustees. He shall pay no monies but by order of the Board of Trustees, or of their Committees duly authorized by the Board to draw on him therefor, or for the regular salary of the Superintendents of the two respective departments, or of the Physician of the Asylum. He shall render an account of the state of his books, and of the funds and property in his custody, when called for by the Trustees or Corporation; and he shall make up the accounts to the last day of December in each year, together with an inventory of all the real and personal property belonging to the Corporation, except furniture and stores in the Hospital and Asylum, and of the debts due to and from the Corporation; which accounts and inventory shall be laid before the Corporation at their annual meeting, together with a report thereon. and upon the general state of the Institution, by a Committee of the Trustees, to be seasonably chosen by them for that purpose.

ART. 9. The Trustees herein directed to be annually elected, together with four others, to be appointed agreeably to the act of incorporation, by the Board of Visitors, shall constitute a Board for the immediate management of all the property and concerns of the Institution. They shall meet at least as often as once a month, at such time and place as they shall by vote determine, or as their Chairman shall direct; and all questions which shall come before the Board shall be determined by a majority of the Trustees present and voting thereon. They shall have power to take any measures which they may deem expedient for encouraging subscriptions, donations, and bequests to the Corporation,—to petition the Legislature for any additional grants or privileges, and for such amendments and alterations of the several acts relative to the Corporation, as they may think advisable;—to take charge of and watch over, the general interest

and concerns of the Institution;—to enter into, and bind the Corporation by, such compacts and engagements as they may deem advantageous,—to appoint annually or otherwise, all proper and necessary physicians, surgeons, officers, assistants and servants, for the superintendence and management of the respective departments, with such salaries and allowances as they may from time to time fix and determine; to make such rules and regulations for the government of the said physicians, surgeons, officers, assistants and servants, and for the admission of patients, and the well ordering and conducting the respective departments of the Institution, as to them may seem proper and expedient; provided, however, that the said rules and regulations shall at all times be subject to be altered or amended by the Corporation at their annual meeting, or at any legal meeting specially called for that purpose.

They shall cause a fair record of all their doings to be kept, which shall be laid before the Corporation at every meeting thereof; and at every annual meeting they shall make a written report on the Treasurer's accounts, and on the general state of the Institution, comprising a statement of the number of patients admitted and discharged during the year at each department,—an inventory of all the real and personal property of the Corporation in each department, and an account of the receipts and expenditures in each department; and for this purpose they shall, at some meeting in the month of December, appoint a Committee of the Board.

ART. 10. The Secretary shall notify and attend all the meetings of the Corporation and of the Board of Trustees, and shall keep a distinct record of the doings of each. He shall cause to be copied into a book, to be kept for that purpose, all the annual reports made by the Trustees to the Corporation,—and shall be sworn to the faithful performance of his duties.

RULES AND REGULATIONS

For the Government of the

ASYLUM FOR THE INSANE.

ADOPTED—JULY 5th, 1821.

CHAP. I.

Appointment of Officers and Meetings of the Trustees.

ART. 1. The Board of Trustees shall annually, at their first meeting after the annual meeting of the Corporation, choose by ballot eight practitioners in physic and surgery, who shall be called the Consulting Physicians of the Massachusetts General Hospital, some or all of whom, together with the acting Physician and acting Surgeon of the Hospital shall have notice in all difficult and uncommon cases occurring in the Asylum for the Insane, if the time and urgency of the occasion will admit thereof; and the opinion of the major part attending in consultation, including the Physician and Superintendent, shall govern the treatment in such cases.

ART. 2. The Trustees shall also, as soon as may be, after said meeting, or whenever a vacancy may occur, elect by ballot a suitable person to be the Superintendent and Physician of the Asylum, who shall receive a commission under the seal of the Corporation, signed by the Chairman of the Board of Trustees, and shall hold his office during the

pleasure of the Trustees, or until another shall have been chosen and qualified to act in his stead. But no person shall be so elected unless he shall have been nominated at a previous meeting of the Board of Trustees; nor unless he shall be above the age of twenty-six years, shall have studied physic and surgery for seven years or more, and have been recommended as a proper person by the Consulting Physicians of the Massachusetts General Hospital;— and the wife of the Superintendent and Physician, if he be married, shall be the Matron of the Asylum.

ART. 3. At the said meeting, or whenever it is in their opinion expedient, the Trustees may appoint any other officer or officers, with such duties as they may prescribe.

ART. 4. At said meeting the Trustees shall divide themselves into six Visiting Committees, each to consist of two Trustees, and each to serve for two months.

ART. 5. There shall be a quarterly meeting of the Board of Trustees at the Asylum, on the ^{first} ~~first~~ ^{Thursday} ~~Thursdays~~ of January, April, July and October, at 3 o'clock, P. M. or on such other days in said months as they or their Chairman shall specially direct, for the purpose of examining into the general state of the Asylum,—at which meeting all reports, books of accounts and minutes relative to the Asylum shall be laid before the Board.

*Two days
next after the
1st days.*

CHAP. II.

Of the Visiting Committee, Admission of Boarders, &c.

ART. 1. The Visiting Committee shall meet once in every week at the Asylum, on such day and hour as the Trustees shall from time to time appoint; and in case either of those, to whom this duty shall belong, shall be unable to attend, he shall procure some other Trustee, or the Treasurer or the Secretary of the Corporation, to attend in his place.

ART. 2. They shall make and establish, from time to time, rules and terms of admission, and shall admit and discharge Boarders at their discretion, having regard to the just ex-

pectations of the public, and to the existing state of the Asylum. In exercising this discretion they shall be strictly impartial, and shall in all cases require a certificate of some magistrate, clergyman of the parish, or other person of known respectability, that the person proposed as a Boarder is insane, which certificate shall be preserved,—and shall require also, if possible, a history or statement of the case. They shall fix the price of board so low as to make the Asylum as much a charitable institution as its funds will permit; and the rate in each case shall be graduated as near as possible according to the circumstances of the respective Boarders, and to the accommodations they may require.

ART. 3. They may, previous to or after the admission of any Boarder, require the Physician and Superintendent to certify his opinion, as well from the history or statement of the case as from examination, whether the person admitted, or for whom application is made, be a fit subject for the Asylum, or whether the Asylum is in a state to receive or retain such person; and in all cases when a Boarder is admitted, the Visiting Committee, or in cases of emergency, any one of the Trustees, shall grant a certificate of such admission directed to the Superintendent. And they shall in all cases require an obligation with surety, in such form as the Trustees shall from time to time direct, for the payment of board, charges in case of death or removal, damages done to the buildings, not exceeding \$100; and all other expenses which may be incurred for the Boarder. Provided, that if the principal in any obligation do not procure a surety, he may instead thereof deposit, in the hands of the Physician and Superintendent, such sum of money as the Visiting Committee may deem sufficient; and if a corporate town in this Commonwealth be principal, the obligation may be signed by any one of the Overseers of the Poor of said town, who may file with the obligation a certified copy of the vote of said Overseers, authorizing him to execute the same.

ART. 4. They shall keep a book of minutes, common to every committee in succession, in which shall be entered the

names and suitable descriptions of all persons by them admitted, received, discharged or removed, and all other business which may come before them,—which book shall be laid before the Board of Trustees at their meetings at the Asylum.

ART. 5. They shall give such orders and establish such regulations from time to time, as they may think proper to carry into effect the objects of the Institution, provided the same be not repugnant to any by-law of the Corporation, or to any rules and regulations established by the Board of Trustees. And they shall from time to time cause to be printed such rules of admission, directions to applicants, and forms of papers required, as may be useful or necessary.

ART. 6. On every visiting day they shall inquire of the Physician and Superintendent whether any Boarders are in a condition to leave the Asylum, and may direct all such to be discharged.

ART. 7. They may direct the Superintendent to give some relief in money or clothes to any Boarder when discharged, who from extreme poverty or distress may need the same.

ART. 8. They shall visit the wards and rooms in every building belonging to the Asylum once in every week; shall inquire into the conduct of the Officers and Attendants towards the Boarders, shall examine whether economy be observed, whether the galleries, apartments, beds, linen, &c. be kept well aired, clean and in good order; whether the provisions are of good and wholesome quality and sufficient in quantity, whether the fires and stoves are in good order and safe, and whether heat and ventilation are properly attended to; and they shall constantly inquire whether any improvements, either in the treatment or accommodation of the Boarders, can be made.

ART. 9. The Visiting Committee for the time being shall, at the close of each quarter and previous to the quarterly meeting of the Trustees, examine and settle the accounts of the Physician and Superintendent, and report thereon at the next quarterly meeting.

CHAP. III.

Of the Physician and Superintendent.

ART. 1. It shall be the duty of the Physician and Superintendent to direct such medical, moral and physical treatment to be observed towards each Boarder, as in his judgment will be best adapted not only to their immediate, but eventual relief,—giving the fairest trial to kind and moral management; and he shall have the general charge and superintendence of the Asylum, its grounds and appurtenances, and of the Boarders, and all other persons resident therein, subject to the rules and orders of the Board of Trustees and of the Visiting Committee.

ART. 2. He shall, in his capacity of Superintendent, under the direction of the Visiting Committee, purchase furniture, fuel, provisions, stores, and all other articles necessary for the Asylum, and shall be responsible for the safe-keeping and economical use and expenditure of the same. He shall collect and receive all dues from the Boarders. He shall keep a true and exact account of all receipts and expenditures at the Asylum; which he shall lay before the Visiting Committee when required, and before the Trustees at their quarterly meetings there,—and before entering on the duties of his office shall give a bond, in the sum of \$5000, with sureties, faithfully to account for all sums of money and other property which shall come into his hands.

ART. 3. He shall hire, pay and discharge, and have under his sole direction and government, all attendants and servants employed in and about the Asylum, and shall particularly see that they are kind and attentive to the Boarders; that they are not guilty of immorality, intemperance, profanity, bringing spirituous liquors clandestinely into the Asylum, or any other improper conduct; and he shall report his proceedings on all these points to the Visiting Committee.

ART. 4. He shall visit each Boarder at least once a day, and as much oftener as necessary; he shall if requested attend the Visiting Committee at their regular meetings, shall state to them the condition of the Boarders, and all ma-

terial occurrences since their last meeting, and shall give them all information or advice that may be useful or required.

ART. 5. He shall enter in a book, to be kept for that purpose, the name, age and residence, of each Boarder, the name and residence of the applicant for his or her admission, or principal and surety for board, and the rate of board, the time when received, removed, discharged, eloped or deceased, and whether cured or relieved,—and in case of death, the probable cause thereof. And at every quarterly meeting of the Board of Trustees at the Asylum, he shall make a report in writing of the general state of the Asylum, the conduct of the persons employed therein, the number and names of Boarders received, removed, discharged, eloped, cured, relieved, or dead during the quarter, and of all those remaining, with such suggestions or remarks, as to the past or future management of the Institution, as to him shall appear useful;—and previous to the annual meeting of the Corporation he shall lay before the Trustees a statement, in which all the quarterly reports shall be condensed in one table.

ART. 6. On the decease of any Boarder, he shall cause the body to be conveyed to a room provided for that purpose, there to remain until delivered to the friends of the deceased, or to the sexton or undertaker to be decently interred, for which he shall be particularly responsible. And in all cases he shall give early notice to the friends of the deceased, and if practicable, before the interment; and he shall report forthwith to the Visiting Committee whether the deceased left any clothes or articles of value, and shall follow their directions relative to the same.

ART. 7. He shall not permit any person to visit the buildings, yards and apartments appropriated to Boarders, except at such hours as the Visiting Committee may from time to time prescribe; nor shall he suffer any visitor, with or without a permit in writing from a Trustee, to see any other Boarder than his or her friend or relative, in order that the Boarders may not be the object of idle curiosity;—and he may at any time prohibit visits to any Boarder, when, in his opinion, they may be inexpedient or improper.

ART. 8. He shall have apartments in the principal house; his table shall be supplied at the expense of the Corporation in such manner as the Visiting Committee shall direct; and his salary shall be paid quarterly.

CHAP. IV.

Of the Medical Student.

ART. 1. There shall be a Medical Student resident at the Asylum, who shall be selected by the Physician and Superintendent, and shall remain while his conduct continues to be acceptable to the Physician and Superintendent, for a period not exceeding three years.

ART. 2. He shall have the care of all medicines, surgical instruments, and other articles belonging to the Apothecary's department, and shall administer the medicines as prescribed by the Physician and Superintendent.

ART. 3. He shall, twice a day, and at seasonable hours, visit every male Boarder, and also such female Boarders as shall be designated by the Physician and Superintendent, and who shall be in a suitable condition;—but his visits to the female apartments shall not be prolonged for the purpose of conversation either with the Boarders or Attendants, and his deportment must be free from even the appearance of familiarity with either.

ART. 4. He shall see that the directions of the Physician and Superintendent, as to the medical treatment and moral management of the Boarders, and his injunctions as to the humane deportment of the Attendants towards them, be strictly obeyed.

ART. 5. He shall be Apothecary and Clerk of the Asylum, and shall keep the accounts and records in such form, and make such copies, abstracts, &c. as the Physician and Superintendent or the Visiting Committee may prescribe.

ART. 6. He shall have a room in the Asylum assigned to him; shall board at the expense of the Corporation; and, at

the discretion of the Visiting Committee, may attend the medical and surgical practice of the Hospital in Boston, according to the regulations of the same;—all which shall be in full compensation for his services.

ART. 7. He shall not be absent from the Asylum without permission of the Physician and Superintendent.

CHAP. V.

Officers, Attendants, &c.

ART. 1. No Officer or Attendant of the Asylum shall confine with rigour, or subject to force any Boarder, unless in case of immediate danger to the personal safety of such Boarder or some other person, without the previous direction of the Physician and Superintendent; nor shall they administer any drugs or medicines except by his written prescription.

ART. 2. They shall not on any occasion strike a Boarder. They shall not use for themselves the clothes or other property of any Boarder; nor exchange, nor permit to be exchanged, any such clothes or property,—but keep the clothing and effects of each Boarder exclusively for the use of the same. They shall not absent themselves from the apartments under their care, nor permit any Boarders to go out of their appropriate buildings or yards, nor admit any person into the Asylum but with the permission of the Physician and Superintendent.

ART. 3. The male Attendants and Servants shall never enter the buildings, enclosures, &c. appropriated to the female Boarders, and the female Attendants and Servants shall never enter the buildings, enclosures, &c. appropriated to the male Boarders, except on extraordinary occasions when the Physician and Superintendent shall specially direct them so to do.

ART. 4. All Officers, Attendants and Servants, shall devote their whole time to the service of the Asylum; shall retire to bed at seasonable hours, and shall in all things strictly comply with all directions or requests of the Physician and Superintendent.

RULES AND REGULATIONS

FOR THE GOVERNMENT OF THE

HOSPITAL,

ADOPTED—AUGUST 7, 1821.

CHAP. I.

Appointment of Officers and Meetings of the Trustees.

ART. 1. The Board of Trustees shall annually, at their first meeting after the annual meeting of the Corporation, choose by ballot eight practitioners in physic and surgery, who shall be called the Consulting Physicians of the Massachusetts General Hospital,—some or all of whom shall have notice in difficult and uncommon cases occurring in the Hospital, if the time and the urgency of the occasion will admit thereof; and the opinion of the major part attending in consultation, including the acting Physician and the acting Surgeon of the Hospital, shall govern the treatment in such cases.

ART. 2. The Trustees shall also, as soon as may be after said meeting, or whenever a vacancy may occur, elect an acting Physician, an acting Surgeon, and a Superintendent of the Hospital, who shall receive a commission under the seal of the Corporation, signed by the Chairman of the

Trustees, and shall hold their respective offices during the pleasure of the Trustees, and until others shall have been chosen and qualified to act in their stead. But no person shall be elected to either of said offices, unless he shall have been nominated at a previous meeting of the Board; nor shall any person be elected to the office of acting Physician or acting Surgeon, unless he shall be above the age of twenty-six years, and shall have studied physic or surgery for seven years or more.

And the wife of the Superintendent, if he be married, shall be the Matron of the Hospital.

ART. 3. At said meeting, or whenever in their opinion it is expedient, the Board of Trustees may appoint a Matron, an Apothecary, or any other officer or officers, with such duties as they may prescribe,—and more especially, such Assistants to the acting Physician and the acting Surgeon, as they may respectively nominate to such office.

ART. 4. At said meeting the Trustees shall divide themselves into six Visiting Committees, each to consist of two Trustees, and each to serve for two months.

ART. 5. There shall be a quarterly meeting of the Board of Trustees at the Hospital on the ~~second Thursdays~~ of January, April, July and October, at three o'clock, P. M. or on such other days in said months as they or their Chairman shall direct, for the purpose of examining into the general state of the Hospital; at which meeting all reports, books of accounts and minutes, relative to the Hospital, shall be laid before the Board.

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CHAP. II.

Of the Visiting Committee.

ART. 1. The Visiting Committee shall meet once in every week at the Hospital, on such day and hour as the Trustees shall from time to time appoint; and in case either of those to whom this duty shall belong shall be unable to attend, he

shall procure some other Trustee, or the Treasurer or Secretary of the Corporation, to attend in his place.

ART. 2. They shall make and establish, and cause to be published, from time to time, rules and terms for the admission of patients; and shall admit and discharge patients at their discretion;—having regard to the just expectations of the public, and to the existing state of the Hospital. Provided, however, that any Trustee, the acting Physician or the acting Surgeon, or either of their Assistants, may, in case of emergency, send a patient in the first instance to the Hospital, by his written permit; and the Visiting Committee shall, on the certificate of one of the medical officers, decide, as soon as may be afterward, whether such patient shall remain, and shall fix the terms of board.

The price of board shall, in all instances, be so low as to make the Hospital as much a charitable institution as its funds will admit, and in each case shall be graduated as near as possible according to the circumstances of patients, and to the accommodation they may require.

ART. 3. In all cases the Visiting Committee shall certify to the Superintendent the admission of all patients, and the terms thereof; and shall require an obligation with surety in such form as the Trustees shall from time to time prescribe, for the payment of board, medical attendance and medicine, charges in case of death or removal, damages wantonly done to the buildings or furniture, and all other expenses incurred for the patient; or they may receive such security in money as they may deem sufficient. And if a corporate town in this Commonwealth be principal, the obligation may be signed by any Overseer of the Poor of said town, who shall file with the obligation a certified copy of a vote authorizing him to execute the same.

ART. 4. The Visiting Committee shall keep a book of minutes at the Hospital, common to all the Committees in succession, in which shall be entered the names and suitable descriptions of all persons by them admitted, received, removed or discharged, and all other business which shall come before them,—which book shall be laid before the Board of Trustees at their quarterly meetings at the Hospital.

ART. 5. They shall give such orders, and establish such regulations, from time to time, as they may think proper to effect the objects of the Institution; provided the same be not repugnant to the By-laws of the Corporation, or to the Rules and Regulations established by the Board of Trustees.

ART. 6. On every visiting day they shall inquire whether any patients are in a condition to be discharged, and may direct all such to be discharged forthwith; and they shall also inquire what patients have been received into the house, by the permit of any Trustee, the acting Physician or acting Surgeon,—and what patients have been discharged by the acting Physician or acting Surgeon, or have deceased, or have in any way left the Hospital.

ART. 7. They may direct the Superintendent to give some relief, in money or clothes, to any patient when discharged, who from extreme poverty or distress may need the same.

ART. 8. They shall visit the wards and rooms of the Hospital once in every week; shall inquire into the conduct of the Officers and Attendants; shall examine whether economy be observed, and whether the entries, wards, apartments, beds and linen, be clean, well aired, and in good order; whether the food be of good and proper quality; and whether the directions of the acting Physician and acting Surgeon, and their Assistants, respecting the patients, be carefully, punctually and humanely executed.

ART. 9. The Visiting Committee for the time being shall, at the close of each quarter, and previous to the quarterly meeting of the Trustees at the Hospital, examine and settle the accounts of the Superintendent, and report thereon at the quarterly meeting.

CHAP. III.

Of the acting Physician and the acting Surgeon.

ART. 1. They shall have the care and charge of all the Patients in the Hospital, and their directions respecting them shall be complied with by all the Officers and Attendants, as far as may be consistent with the economy of the

institution, established by the Board of Trustees and Visiting Committee.

ART. 2. They may each have an Assistant whenever they shall make known to the Trustees their wish therefor,—who shall, in the absence of their principals, have all the power and authority, and perform all the duties of the same.

ART. 3. It shall be the duty of the acting Physician and acting Surgeon to attend to the admission of Patients; to certify in writing the propriety of admitting or retaining each one; and to certify in writing whenever they think a Patient fit to be discharged.

ART. 4. They shall have the power of nominating the Apothecary of the Hospital.

ART. 5. They shall have the power of admitting by tickets, Students in medicine, to see the practice of the Hospital; and if any Student shall be guilty of indecorum or immorality in the Hospital, he shall be excluded from further attendance during the pleasure of the acting Physician and acting Surgeon. The medical Student of the Asylum for the Insane for the time being, shall be entitled to such admission free of cost, and shall be liable to like exclusion in case of misconduct.

ART. 6. They shall receive no pay or emolument, other than that derived from the power of admitting Students to see the practice of the Hospital.

ART. 7. They shall lay before the Board of Trustees, at their quarterly meetings at the Hospital, a report containing the name and disease of each Patient received, admitted, removed, discharged, eloped or deceased, during the quarter; and whether cured, relieved, or incurable. They shall also report on the general state and condition of the Hospital, its Officers and Attendants; and shall suggest such improvements as to them may appear advisable.

CHAP. IV.

Of the Superintendent.

ART. 1. He shall, under the direction of the Visiting Committee, have the general care and superintendence of the Hospital, its buildings, grounds and appurtenances.

ART. 2. He shall, under the direction of the Visiting Committee, purchase fuel, provisions, furniture and stores, except medicines, for the use of the Hospital; and shall be responsible for the safe keeping and economical use and expenditure of the same.

ART. 3. He shall collect and receive all dues from Patients;—shall keep a true and exact account of all his receipts and expenditures, which he shall lay before the Visiting Committee when required, and before the Trustees at their quarterly meetings at the Hospital;—and, before entering on the duties of his office, shall give a bond, with sureties, in the sum of \$5000, faithfully to account for all sums of money and other property which may come into his hands.

ART. 4. He shall hire, pay and discharge, and shall oversee and direct, all Attendants and Servants employed in and about the Hospital; and shall particularly see that they are kind and attentive to the Patients, obedient to the directions of the acting Physician and acting Surgeon and their Assistants, and decent, moral and sober, in their deportment; and he shall report all his proceedings herein to the Visiting Committee at their meetings.

ART. 5. He shall visit all the wards every morning and evening, and oftener if necessary, and see that they are clean and in good order; and shall take care that no wine or spirits be used by the Patients, unless by the express direction of the Physicians or Surgeons.

ART. 6. He shall enter in a book, to be kept for that purpose, the name, age, residence and disease, of each Patient received or admitted; the name and residence of the applicant for his or her admission, and surety for his or her board, &c. and the rate of board; the time when received, removed, discharged, eloped or deceased; and whether cured or relieved;—and, at every quarterly meeting of the Board of Trustees at the Hospital, he shall lay before them a report, containing the above particulars.

ART. 7. On the decease of any Patient, he shall cause the body to be conveyed to a room provided for that purpose, there to remain until delivered to the friends of the

deceased, or to the sexton or undertaker, to be decently interred; for which he shall be particularly responsible. And, in all cases, he shall give early notice to the friends of the deceased, if they be known to him, and if practicable before the interment; and he shall report forthwith to the Visiting Committee whether the deceased left any clothes or articles of value, and shall follow their directions relative to the same.

ART. 8. He shall see that no Patient goes out of the Hospital without his permission. He shall not permit any person to visit that part of the Hospital or its appurtenances appropriated to Patients, except at such hours as the Visiting Committee may from time to time prescribe, nor without a permit from a Trustee, or a Physician or Surgeon of the Hospital: and he shall see that the gates are locked at a seasonable hour in the evening.

ART. 9. His wife, if he be married, shall assist him in his duties, and shall act as the Matron of the Hospital, but without separate compensation.

He shall occupy, with his family and attendants, such apartments only as the Visiting Committee shall assign; his table shall be supplied at the expense of the Corporation, in such manner as the Visiting Committee shall direct; and his salary shall be paid quarterly.

CHAP. V.

The Apothecary.

ART. 1. There shall be an Apothecary, who shall previously have been a Student in medicine at least one year, and shall be nominated by the acting Physician and Surgeon. He shall reside in the Hospital, and shall board at the table of the Superintendent, which shall be in full compensation for his services.

ART. 2. He shall never lodge out of the Hospital, nor leave it at any time, without the consent of the Superintendent, except at such regular hours as may be fixed by the

acting Physician and Surgeon, with the approbation of the Visiting Committee.

ART. 3. He shall have the care of all drugs, medicines, surgical instruments, and other articles belonging to the Apothecary's department; and shall administer the medicines, and perform such other duties, as the acting Physician and Surgeon shall from time to time prescribe.

ART. 4. He shall not procure any drugs, medicines, surgical instruments or other articles, but in pursuance of the written order of the acting Physician and Surgeon, and shall keep a particular account of all so procured, the price, and from whom purchased.

ART. 5. He shall, if required by the Visiting Committee, assist the Superintendent in keeping his accounts and records.



CHAP. VI.

Attendants, Patients, &c.

ART. 1. No Patient shall be admitted having a contagious disease.

ART. 2. No indecent or immoral conduct, either in any Patient or other person connected with, or resident in, the Hospital, shall be tolerated by the Superintendent, who shall forthwith report any such misconduct to the Visiting Committee.

ART. 3. Such pauper Patients as are able, in the opinion of the Physician and Surgeon, shall assist in nursing others, in washing, ironing, cleaning, and such other services as the Superintendent or Matron may require.

